

## FACTSHEETS LIST

If you would like a copy of any of our Factsheets, please let us know the Factsheet Number and we will arrange to send this on to you.

Factsheet Number	Factsheet Title
1	Risk Assessment
2	National Care Standards
3	Employer step-by-step checklist
4	Guide for new Employers
5	Assert yourself – What do you want?
6	Auditing
7	Third Party Banking
8	Minimising Risk when Recruiting and Employing Staff
9	Hints & Tips for Good Working Relationships for Employers
10	Appraisal Form
11	Staff Induction/House Rules
12	Direct Payment Account flowchart
13	Direct Payment Account re Self-Directed Support
14	Employed or Self-Employed?
15	The right to request flexible working from 30 June 2014
16	Disciplinary and grievance procedures for resolving disputes in the workplace
17	Guidance for employees to claim tax relief on mileage expenses
18	Acas guidelines for employees who are appealing against an employer's decision to dismiss an employee
19	Overnight stays and live-in carers